

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T1917 INFORMATION SYSTEMS ANALYST III
MONTHLY SALARY: \$4773 to \$5769**

**#T1918 INFORMATION SYSTEMS ANALYST IV
MONTHLY SALARY: \$5369 to \$6503**

***APPLICATION FILING PERIOD: FIRST DATE: October 7, 2005**

LAST DATE: November 4, 2005

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Future application filing periods may be announced.

NOTE: Information System Analysts III and IV are required to lift up to 30 pounds, and must be able to bend, squat and crawl on the job.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). You must submit transcripts or proof of degree with your application.

-AND-

EXPERIENCE: **Information Systems Analyst III:** Three years of increasingly responsible Information Systems Planning Management experience (within the last 6 years), one of which must have been equivalent to the City of San Diego's classification of Information Systems Analyst II. **Information Systems Analyst IV:** Four years of increasingly responsible Information Systems Planning Management experience (within the last 8 years), two of which must have been equivalent to the City of San Diego's classification of Information Systems Analyst II. Information Systems Planning Management experience must have included responsibilities for ALL of the following: information systems management, procurement, project management, systems design and analysis, providing technical assistance to users on major computer systems, evaluating and analyzing organizational, procedural and cost information, and making recommendations based on these factors for the development or modification of systems.

NOTE: The following are NOT considered qualifying for these positions:

1. Experience gained while in the City of San Diego's job classifications of Information Systems Technician and/or Information Systems Analyst I.
2. Experience as a system user or super-user; and/or Repair Technician experience.
3. Experience removing and/or installing discrete systems components; and/or Repair Technician experience.
4. Information/Data Systems experience gained more than 6 or 8 years ago for Information Systems Analyst III and IV, respectively.

***HIGHLY DESIRABLE QUALIFICATIONS:**

1. Experience in ensuring that emergency computer systems, such as computer-aided dispatch (CAD) and mobile data terminals (MDT) or mobile computer terminals (MCT), are always operational.
2. Knowledge of new fire, medical, rescue and homeland security technology.
3. Experience and/or knowledge in managing network server systems and backup/recovery systems, across multiple platforms (e.g., Windows, Novell NetWare, Sun Solaris, Linux).
4. Experience and/or professional training or certification in Information Technology security systems and administration, including experience with building/site security and/or integrated access/alarm systems.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

***DUTIES:**

Information Systems Analyst III: Review and evaluate requests to automate manual procedures; define user requirements; perform cost/benefit and risk analysis for new systems; justify and prioritize system development and/or software/hardware enhancements; analyze the impact of new automation on existing systems; coordinate and participate in the analysis, justification, risk analysis, design, and implementation of new systems; review and recommend changes in existing and proposed systems; compile and maintain system documentation; troubleshoot problems on the most complex customized hardware and software; generate specialized statistical and operational reports; participate in the development of automation goals and service delivery plans; provide technical interpretation to department management, Information Technology and Communications (IT&C), the San Diego Data Processing Corporation staff, and private computer vendors; coordinate the development of hardware and application training programs; prepare, monitor, and analyze the department's information technology budget; lead the work of professional personnel, and may supervise paraprofessional technical support personnel; and prepare and present reports.

Information Systems Analyst IV: Supervise professional information system personnel responsible for developing, planning, procurement, testing, implementing, and modifying a wide variety of complex distributed information systems; train and rate the performance of subordinates; manage the acquisition, development, testing, implementation and on-going maintenance of information systems; evaluate recommendations of subordinates justifying and prioritizing new systems and applications development and/or software and hardware enhancements; develop department information technology processing policies and procedures; establish automation goals and service delivery plans; ensure proper development and integration of new systems within the department; serve as department representative on IT&C, City-wide, and inter-agency committees; manage outside vendor and consultant staff; participate in the most complex system analysis, design, testing and implementation work; prepare and present reports, and review and/or develop and administer up to large dollar consultant, vendor, application and/or the department's data processing budget.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **Information Systems Analyst III** and **Information Systems Analyst IV**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/December 4, 1998/*Rev. 15 (10-07-05)/Class 1349;1926

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER